

**TECHNICAL WORK MAY NOT BEGIN PRIOR TO CO APPROVAL**

NASA/GODDARD SPACE FLIGHT CENTER

**REQUEST FOR TASK PLAN / TASK ORDER**

<b>CONTRACTOR</b>	<b>CONTRACT NO./TASK NO.</b>	<b>JOB ORDER NUMBER</b>	<b>APPROP. FY</b>
QSS Group, Inc.	NAS5- 99124      TASK NO. 372      AMENDMENT	924-227-62-49-89	01 00

**TASK TITLE:** (NTE 80 characters; include Project name)

GLAS Electrical Systems Services

**APPROVALS:** (Type or print name and sign)

**ASSISTANT TECHNICAL REPRESENTATIVE (OR TASK MONITOR)**

Roger Stone

*Roger E. Stone*

**DATE**

9/15/00

**ORG CODE**

565

**MAIL CODE**

565

**PHONE**

301-286-1313

**BRANCH HEAD**

Paul Bryant

*Paul G. Bryant*

**DATE**

9/15/00

**CODE**

565

**PHONE**

301-286-7549

**CONTRACTING OFFICER'S TECHNICAL REPRESENTATIVE (COTR)**

Robert S. Lehair, Jr.

*Robert S. Lehair, Jr.*

**DATE**

9/20/00

**CODE**

560

**PHONE**

301-286-6588

**FLIGHT HARDWARE, CRITICAL GSE OR SOFTWARE?**

(IF YES, NEED CODE 303 CONCURRENCE NEXT BLOCK)

☒ NO

☐ YES

**CONTRACTING OFFICER'S QUALITY REP.**

**DESIGNATED FAM:**

The contractor shall identify and explain the reason for any deviations, exceptions, or conditional assumptions taken with respect to this Task Order or to any of the technical requirements of the Task Order Statement of Work and related specifications. The contractor shall complete and submit the required Reps and Certs.

(To be completed by Contracting Officer)

**C.O. Requested Quote on:**  
**Date:** SEP 20 2000

Contractor will develop specification or statement of work under this task for a future procurement. ☒ NO ☐ YES

Flight hardware will be shipped to GSFC for testing prior to final delivery. ☐ NO ☐ YES ☒ N/A

Government Furnished Property/Facilities: ☒ NO ☐ YES -- SEE LIST OF GFP (offsite only) / FACILITIES (onsite only)

Onsite Performance: ☐ NO ☒ YES If yes: ☒ TOTAL ☐ PARTIAL  
If partial, indicate onsite work in SOW by asterisk (\*)

Surveillance Plan Attached: ☒ NO ☐ YES

Highlighted Contract Clauses: (to be completed by Contracting Officer)

Per Clause H.14, Task Ordering Procedure, subparagraph (f), the effective date of this task order shall be 10/1/00.

**INCENTIVE FEE STRUCTURE** (check one)

(See Contract NAS5-99124, Attachment K, Incentive Fee Plan)

	<input checked="" type="checkbox"/> No. 1	No. 2	No. 3	No. 4	No. 5
Cost	10%	50%	25%	25%	%
Schedule	15%	25%	25%	50%	%
Technical	75%	25%	50%	25%	%

(To be completed by Contracting Officer)

The target cost of this task order is \$ 111,139

The target fee of this task order is \$ 7,224

The total target cost and target fee of this task order as contemplated by the Incentive Fee clause of this contract is \$ 118,363

The maximum fee is \$ 10,558

The minimum fee is \$0.

**AUTHORIZED SIGNATURE:**

THIS TASK ASSIGNMENT IS ISSUED ACCORDING TO THE CONTRACT CLAUSE "TASK ASSIGNMENTS AND REPORTS"

*Elizabeth J. Austin*

SIGNATURE OF CONTRACTING OFFICER

DATE

10/23/00

**ELIZABETH J. AUSTIN**  
**CONTRACTING OFFICER**

TYPED NAME OF CONTRACTING OFFICER

**CONTRACTOR'S ACCEPTANCE:**

AUTHORIZED SIGNATURE

DATE

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QSS Group, Inc.	NAS5- 99124	372	

Applicable paragraphs from contract Statement of Work: Function 2-Execution Phase Services

**STATEMENT OF WORK:** (Continue on blank paper if additional space is required)*(This is a follow-on to Task 130 under this contract; uninterrupted transition is required.)*

The contractor shall perform specific electrical systems engineering activities including:

1. Develop and perform GLAS Instrument Integration Test Procedures.
2. Develop and perform GLAS Instrument Functional Test Procedures.
3. Develop and perform GLAS Instrument Comprehensive Performance Test Procedures.
4. Develop and perform GLAS Instrument Short Form Functional Test Procedures.
5. Develop and perform GLAS Instrument Aliveness Test Procedures.
6. Develop and perform GLAS Instrument Calibration Procedures.
7. Develop and perform GLAS Instrument EMI/EMC Test Procedures.
8. Develop and perform GLAS Instrument Component Functional Test Procedures.
9. Convert and test ASIST procedures and scripts into the OASIS/ITOC environment.

**PERFORMANCE SPECIFICATIONS:**

**Reports and Documents:** Technical performance will be based on thoroughness and completeness of written reports. Acceptable performance is that the ATR is satisfied that the material reflects the proper level of technical expertise and meets the objectives of the activity. Reports shall contain subjects, references, attachments as necessary, background information, issues, technical analysis or reviews, conclusions, recommendations, and options as necessary. More extensive reports shall contain indexes, figures, and data necessary to make the report complete. Reports shall be delivered to the ATR both as a hard copy and in MS Word format via either diskette or email.

**Technical Progress Report:** Acceptable performance is that the ATR is satisfied that he is being kept informed of the status of work performed and of issues requiring his attention.

**Management:** Performance will be measured against the following metrics: (1) accomplishment of objectives; (2) clear, incremental progress; (3) responsiveness to issues; (4) efficient and appropriate staffing; and (5) coordination with and good working relationship with ATR and other related contractor efforts, if applicable.

**APPLICABLE DOCUMENTS:**

GLAS Functional Requirements Document  
GLAS System Safety Plan  
GLAS Integration and Test Plan  
GLAS Functional Verification Plan  
ICESat RS2000 Spacecraft to GLAS Instrument ICD

**TASK END DATE:** 9/30/01**MILESTONES/DELIVERABLES AND DATES:**

REPORT: Status on Engineering Activities and Analysis -- Monthly  
REPORT: GLAS Instrument Integration Test Procedures -- February 28, 2001  
REPORT: GLAS Instrument Functional Test Procedures -- April 30, 2001  
REPORT: GLAS Instrument Comprehensive Performance Test Procedures -- July 31, 2001  
REPORT: GLAS Instrument Short Form Functional Test Procedures -- August 31, 2001  
REPORT: GLAS Instrument Aliveness Test Procedures -- September 30, 2001  
REPORT: GLAS Instrument Calibration Procedures -- September 30, 2001  
REPORT: Technical Progress Report -- Monthly, 15th of the month

**PERFORMANCE STANDARDS:**

**Schedule:** On-time delivery/completion of the deliverables/milestones  
**Technical:** ATR's acceptance of the above.

**FINAL DELIVERY DESTINATION (NAME, BLDG, ROOM):**

Roger Stone, building 20, room 1H and Tom Field, building 5, room W76G